

Shire of Three Springs

Position Description

Date: 13th June 2022

1. Position Identification

Title:	Gardener / General Hand				
Position Number:	219	Level:	4A	Agreement/Award:	Municipal Employees Award (WA) 2021
Department:	Works and Services				
Section:	Works, Parks and Gardens				
Location:	Three Springs, Western Australia				

2. Reporting Relationships

Reports to:	Supervisor Parks and Facilities Supervisor of Works
Internal relationships:	Councillors Chief Executive Officer / Deputy Chief Executive Officer All Staff
External relationships:	Key Stakeholders Ministers Community members
No of Direct Reports:	0

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- A commitment to work together and respect each other
- To be a community that is fair minded, approachable, tolerant and responsive
- To have a regional focus; and
- To be an innovative and forward thinking community

4. Role Purpose

Operate under the direction of the Supervisor Parks and Facilities within the establishment guidelines, procedures and policies of Council. Liaise with Supervisor Parks and Facilities in implementing town maintenance, parks and garden works programs. Monitor and maintain the Councils town streets, parks and gardens to a high standard of presentation and appearance and ensure all work is carried out within agreed programs and budget constraints, while adhering to OHS standards and safe work practices.

5. Key Objectives

- The position is requiring the employee to attend to the general upkeep, improvement and maintenance of the Town's Parks, Streets, Public areas and Facilities. Duties include but are not limited to undertaking planting out, watering, tending and care of these areas.

6. Key Responsibilities

- Ensure effective pest, weed and disease control in garden bed areas through safe and appropriate application of chemical sprays.
- During watering season employee to monitor the main oval watering schedule and sprinkler systems to ensure even coverage of water onto grassed surfaces. Reticulation, repairs & maintenance to be undertaken as directed by the Works Supervisor.
- Maintain town oval water supply
- General slashing, mowing and whipper snipping of all public areas and Council property as directed by the Supervisor Parks and Facilities.
- Routine maintenance of items of small plant (i.e. Chainsaw, mower etc.) as directed.
- General litter control and cleaning of park furniture in all public and recreation areas
- Assist in the annual and seasonal pruning of all rose bushes in Main Street, Shire Hall, Shire Administration Centre garden and other Council premises.
- Regular inspection of playground equipment to ensure safety of equipment. Promptly report damage or repairs required to the Supervisor Parks and Facilities.
- Maintain reticulation systems as required.
- Town Streets Maintenance including Street sweeping, storm water drain cleaning and maintenance.
- Maintain Swimming Pool gardens and lawns.
- Carry out minor handyman tasks as required.
- To be self-motivated and able to work unsupervised.
- To program work by priority, and be able to adapt when necessary.
- To adhere to, and promote safety in the work place as per the Shires OHS policies.
- To carry out all work efficiently and in a professional manner as per the Shire Code of Conduct.
- To contribute positively and productively to a harmonious workplace and to the fulfilment of all duties.
- Meet weekly with Supervisor Parks and Facilities to establish plans and scheduled works
- Other duties as may be directed from time to time.

7. Leadership Capabilities

Develop a culture of teamwork both within the department and across the organisation.

High level of personal integrity and self-awareness, seeks feedback, developmental opportunities and displays sound judgment in decision-making.

8. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the OH&S Act 1984 and relevant regulations and guidance notes.

9. Other Requirements

Adheres to the Code of Conduct and other workplace policies and procedures and behaves in an honest, professional and ethical way.

10. Qualifications and Work Experience

Skills

- Time management skills.
- Verbal and written communication skills.
- Ability to work in a team and interpersonal skills.
- Sound skills in the operation of small machinery and hand tools such as lawnmowers, edger's, hedge trimmers and chainsaws.

Knowledge

- Sound knowledge of Chemical Handling use and safety.
- Sound knowledge of fertilisers and application methods.
- Demonstrated knowledge of Occupational Health and Safety standards and safe work practice.
- Sound working knowledge of reticulation systems (both manual and automatic)
- Working knowledge of manual and automatic reticulation systems.

Experience

- Experience in horticultural Industry desirable.

Qualifications and/or Training

- Preferably hold certificates of competency in the operation of Chainsaws, Chemical Handling and First Aid Certificate (Desirable).

11. SELECTION CRITERIA

Essential

- Hold a current "C" Motor Drivers License.
- Prepared to undergo a Police Clearance.
- Ability to demonstrate and support the values of the Shire of Three Springs.
- COVID-19 Vaccination Certificate

12. Authorisation Process

Authorisation Process			
Title:	Print Name:	Signature:	Date:
Chief Executive Officer	Keith Woodward		
Employee			



APPLICATION FOR EMPLOYMENT

Thank you for your interest in this position with the Shire of Three Springs. Please complete the following questions and attach with your application.

VACANCY DETAILS			
Position Title:			
PERSONAL DETAILS			
Surname:		Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	
Given Names:		Date of Birth:	
Address:			
Suburb:		Postcode:	
Email:			
Daytime Contact No:		Mobile:	
Are you an Australian Citizen or permanent resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, do you currently hold a Visa allowing you to work in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please attach a copy.)</i>			
Do you hold a current Motor Vehicle Driver's Licence? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide details:</i>			
State:	Class(es):	Number:	Expiry:
Do you hold a current: <input type="checkbox"/> National Police Clearance <input type="checkbox"/> Working with Children Check OR <input type="checkbox"/> willing to obtain clearance/s.			
RECRUITMENT SOURCE			
How did you first become aware of this vacancy?			
<input type="checkbox"/> Shire of Three Springs website	<input type="checkbox"/> Other website		
<input type="checkbox"/> Local Government Jobs website	<input type="checkbox"/> Local newspaper		
<input type="checkbox"/> WA Govt Jobs website	<input type="checkbox"/> West Australian		
<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Other		
ATTACHMENTS			
Please ensure you have attached all the required documents (see <i>Information for Prospective Applicants</i> for details).			
<input type="checkbox"/> Cover Letter	<input type="checkbox"/> Resume / Curriculum Vitae		
<input type="checkbox"/> Referees (2 contactable work referees, preferably Supervisors or Managers)			
<input type="checkbox"/> Copies of relevant qualifications			
AVAILABILITY			
How soon would you be available to commence work? <i>(If currently employed, what is the minimum period of notice required?)</i>			



Declarations

The following declarations are NOT a barrier to being considered for employment, but will assist us to take due care in assessing placement should you be the successful applicant.

HEALTH			
To the best of your knowledge, do you have a medical condition, injury or disability that would impact your ability to undertake the duties of the position you applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If “yes”, please provide details of condition:			
WORKER’S COMPENSATION CLAIM			
Have you ever made a Worker’s Compensation Claim? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If “yes”, please describe claim details (e.g. year of injury, what type of injury, company worked for, period of time off work, etc.):			
Year of Injury	Type of Injury	Name of Company	Period of time off work
Are any claims still current? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If “yes”, please provide details of current claims:			
CRIMINAL CONVICTIONS			
Have you ever been convicted of any offence in any court, or are you currently subject to any charges pending before court, or the subject of an investigation before a tribunal? <i>(You do not need to give details of any conviction which you have had declared spent under the “Spent Convictions Act 1988”.)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
If “yes”, please provide details:			
APPLICANT DECLARATION			
I declare that all the above statements and attached supporting information are true in all respects and consent that this information will be stored and used for the purposes of assessing suitability for employment. I understand that in providing referees I consent to them being contacted. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal. <i>(If submitting a hard copy, please sign and date. If emailing, please enter your name and date, we will consider this consent as described above.)</i>			
Applicant’s signature:		Date:	